

CENSUS 2010 –PHILADELPHIA REGION

EARLY LOCAL CENSUS OFFICE POSITIONS & DATES

MANAGEMENT STAFF – Full Time, Temporary Positions

- [Local Census Office Manager \(LCOM\)](#) - (Apply now)
- [Assistant Manager for Recruiting \(AMR\)](#) - (Apply now)
- [Assistant Manager for Administration \(AMA\)](#) - (Apply now)
- [Assistant Manager for Field Operations \(AMFO\)](#) - (Apply now)
- [Assistant Manager for Quality Assurance \(AMQA\)](#) - (Apply now)
- [Assistant Manager for Technology \(AMT\)](#) – (Apply now)

Send us your application NOW to: philadelphia.rcc.hr@census.gov OR

Mail your application to: U.S. Census Bureau
Attn: Recruiting
1234 Market Street, Suite 340
Philadelphia, PA 19107

OR CALL OUR TOLL FREE NUMBER: 877-348-9277

OFFICE STAFF

- [Office Clerk](#) - (Early 2009 to Mid 2010)
- [Recruiting Assistant](#) - (Fall 2008)
- [Administrative Assistant](#) - (Fall 2008)
- [Office Operations Supervisor](#) - (Early 2009)

FIELD STAFF

- [Enumerator](#) - (Early 2009 to Mid 2010)
- [Crew Leader](#) - (Early 2009 to Mid 2010)
- [Assistant Crew Leader](#) - (Early 2009 to Mid 2010)
- [Field Operations Supervisor](#) - (Early 2009 to Mid 2010)

EARLY LOCAL CENSUS OFFICE LOCATIONS:

DISTRICT OF COLUMBIA

DELAWARE

New Castle Co.

PENNSYLVANIA

Erie
Harrisburg
Philadelphia
Pittsburgh
Scranton

NEW JERSEY

Camden
Trenton

MARYLAND

Baltimore
Frederick
Seat Pleasant



Philadelphia Regional Census Center Census 2010 Early Local Census Office Management Positions

Organization of the Early Local Census Office (ELCO)

The Philadelphia Regional Census Center will be opening Early Local Census Offices (ELCOs) throughout our five-state region in Fall 2008 and will be posting management positions for all ELCOs on our website at <http://www.census.gov/rophi/www/employ.html>. Early Local Census Office operates under the direction of the Local Census Office Manager (LCOM). The LCOM is supported by five assistant managers; the Assistant Manager for Field Operations (AMFO), the Assistant Manager for Recruiting (AMR), the Assistant Manager for Quality Assurance (AMQA) and the Assistant Manager for Administration (AMA). Each ELCO is under the direct supervision of an Area Manager who is responsible for the supervision and oversight of all Local Census Offices in the assigned area. Area Managers provide supervision, guidance, and technical direction to the ELCO management staff.

Each manager within the ELCO must carry out his/her assigned duties to assure that the census is conducted on schedule and within budget allocations. Primary duties of the ELCO managers are listed below.

E-mail your applications NOW to: philadelphia.rcc.hr@census.gov

If you have questions or need more information, please call the TOLL FREE number of 877-348-9277

Local Census Office Manager (LCOM)

The LCOM is responsible for the general supervision and administration of the office. This includes direct supervision of at least five employees, supervisors and managers, and indirect supervision of 400-600 field staff. Responsibilities include the planning, development and successful implementation of census operations and field activities within the boundaries of the Early Local Census Office. Supervisory responsibilities include evaluating employees, and taking appropriate actions regarding hiring, promotion, and reassignment. The LCOM serves as the Census Bureau's representative by developing and maintaining good public relations with the news media, community leaders, and local government officials in order to acquaint the general public with the census and promote community cooperation. In addition, the LCOM promotes Census activities by preparing and presenting talks or formal speeches during public appearances and interacting with the media including radio and television interviews and events. All Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Field Operations (AMFO)

The AMFO is responsible for the direct supervision of 10-15 Field and Office Operations Supervisors and the indirect supervision of approximately 400-600 Crew Leaders and Enumerators, at peak operation, who work outside the Census Office. Responsibilities include accomplishing production and quality goals in field operations under their span of control. The AMFO oversees the training of field and office personnel, as well as conducts individual and group training sessions for their personnel as necessary; determines assignment areas for data collection activities; manages material and assignment preparation for all field operations in their district. The AMFO also reviews and analyzes cost, quality, and progress reports to assure operations are conducted within prescribed time/budget allocations and quality standards; identifies problems, and communicates the action associated with encountered problems. In addition the AMFO assists the Assistant Manager for Recruiting with the recruiting and promotional activities of the LCO and assists the Local Census Office Manager in resolving community complaints concerning problems in the field. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Recruiting (AMR)

The AMR is responsible for the management and supervision of the recruitment and testing of applicants to fill Early Local Census Office positions. The AMR is responsible for the direct supervision of approximately 20-25 field and office staff. Responsibilities include preparing an ELCO recruitment plan to ensure that staffing needs are identified and met for all field and office positions; implementing and evaluating the recruitment plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the LCO. The AMR conducts the recruitment process to assure that applicants are identified and tested; maintains liaison with organizations that refer applicants and other employment sources; distributes literature to potential applicants and explains the responsibilities of available positions as well as the goals of census programs. The AMR also assists the Local Census Office Manager to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Quality Assurance (AMQA)

The AMQA works closely with the Assistant Manager for Field Operations and the Local Census Office Manager to advise them on compliance with pre-established quality assurance goals and procedures for all field data collection operations in the Early Local Census Office. In the advisory role, the AMQA works with ELCO operational reports and materials to monitor the quality of data collection processes, performance, and completed field data collection materials, and meets regularly with the Assistant Manager for Field Operations and the Local Census Office Manager to give reports on the progress of the Quality Control operations and identifies quality problems or concerns within the pre-established standards in a clear and timely manner, then suggests remedial action or alternatives to resolve problems. The AMQA directly supervises ELCO office and field staff that review completed data collection forms and other documents. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Administration (AMA)

The AMA is responsible for supervising and managing payroll and other administrative activities. Responsibilities include supervising Office Operations Supervisors and up to 10 clerical staff; managing the daily processing of payroll, personnel, and other administrative documents; monitoring day-to-day selection activities. The AMA assures the administrative operations are conducted within prescribed time schedules and budget allocations. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Technology (AMT)

The AMT is responsible for supervising a staff of Automation Technicians and monitoring the Field Data Collection Automation Information Technology Technician. The AMT serves as the first line of contact for all hardware, software, and telecommunications problems in the local office and between the local office and the Regional Census Center (RCC). The AMT provides technical guidance and support to all LCO users concerning IT Security, proper usage of Field Data Collection Automation equipment, E-mail, Word Processing, etc. The AMT oversees troubleshooting duties by identifying problems with hardware or software in the automation environment and the telecommunications equipment Voice Over Internet Protocol (VOIP) and works closely with the RCC Information Technology Specialists and the Information Technology Technician to develop solutions to problems. The AMT oversees the receipt, and inspection of all computer equipment and associated materials from the contractor. The AMT is responsible for the distribution, collection and inventory of all computer equipment from the beginning through the close of census operations and works closely with the AMFO to achieve these objectives. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.